

Application for appointment as an accredited auditor

(for installations or prescribed electricity entities safety management systems)

FORM 14
V09.08-2011
Electrical Safety Act 2002

This form is to be completed in accordance with the relevant guidelines, either Guidelines for application for appointment as an accredited auditor – high voltage installations (14A) or Guidelines for application for appointment as an accredited auditor – hazardous area installation (14B), available at www.electricalsafety.qld.gov.au or phone 1300 650 662.

Please make sure the form is completed and all relevant material is attached otherwise you may incur an administrative fee or your application may not be successful.

- Application for a prescribed electricity entity accredited auditor (Complete Sections 1, 3 and 4)
- Application for a high voltage electrical installation auditor (Complete Sections 1, 2 and 3)
- Application for a hazardous area installation auditor; (tick Category 1, 2 or 3, then complete Sections 1, 2 and 3)
- Category 1 – Flammable gases and liquids (Zones 0, 1 and 2)
- Category 2 – Combustible dusts (Zones 20, 21 and 22)
- Category 3 – Flammable gases and liquids and combustible dusts (Zones 0,1, 2, 20, 21, 22)

For High Voltage or Hazardous Area applicants, please nominate scope of accreditation

- Limited Access** - Definition: The auditor is accredited to only audit electrical installation work installed by their employer.

The insurance requirements of public liability and professional indemnity do not cover auditing of installed work conducted by other businesses.

- Full Access** - Definition: The auditor is accredited to audit any electrical installation work.

Public Liability and Professional Indemnity insurance is held in the accredited auditors own name or is held in a company name, including the auditor and all work the auditor conducts.

1 Applicant details - This section applies to all applicants

A Individual as applicant - if applicant is a corporation as a prescribed electricity entity auditor, please complete 1B & 1C only

Title	_____	Mr / Mrs / Ms / Miss	Date of birth	_____
Family name	_____			
Given name/s	_____	Middle name/s	_____	

Residential Address	Street No.	Street Name	_____	
	Suburb	State	Postcode	

Postal address	Street No.	Street / PO Box	_____	
	Suburb	State	Postcode	
If same as above write 'as above'	_____			

Phone	_____	Facsimile	_____
Mobile	_____	Email	_____

B Company details

Legal Name	_____			
ACN	<input type="text"/>	ABN	<input type="text"/>	
Title	_____	Mr / Mrs / Ms / Miss	_____	
Family name	_____	Given name/s	_____	

Business Address	Street No.	Street Name	_____	
	Suburb	State	Postcode	

Length of Employment	_____	Position	_____
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Postal address	Street No.	Street / PO Box		
If same as above write 'as above'	Suburb	State	Postcode	

Phone	Facsimile
Mobile	Email

C Corporation as applicant – this section applies to the prescribed electricity entity accredited auditor applicant

Nominee's Name	Nominee's Position
The Nominee must be a Director of the Company	

Nominee representative/s – all nominee representative/s will need to complete section 4 (the nominees listed below are the personnel who will conduct the audits)

1	2
3	4

Skill set options: For each option list the nominee representatives that will be required to work in combination with each other to the meet the accreditation criteria. If working individually then list as an individual. Please note: the application will assessed on the overall skill set of each option.

Option

1
2
3
4

2 Background - Copies of supporting documentation to be signed (Applicable for appointment as a High Voltage or Hazardous Area Installation Accredited Auditor)

A Knowledge - Please attach statement including any supporting information and documentation.

B Skills and abilities - Please attach information to meet criterion including supporting information and documentation.

C Education - Please attach supporting documentation.

Qualification	Education / Institution	Date of completion

D Work experience - Please attach information to meet criterion including supporting information and documentation.

3 Insurance Details – you must attach a current certificate of currency of relevant insurance

Insurer
(Public Liability) _____

Public Liability \$: _____ Expiry Date: _____

Person/Company
Insured: _____

Insurer:
(Professional Indemnity) _____

Professional
Indemnity \$ _____ Expiry Date: _____

Person/Company
Insured: _____

4 Prescribed Entities - This section applies to Safety Management Systems for Prescribed Electricity Entities Accredited Auditor applicants only.
- Refer to the Guide to Safety Management Systems for further information regarding criteria.

A Systems capability - Please attach statement including any supporting information and documentation. Copies of supporting documentation to be signed

B Attributes criterion - Attributes Criterion 1-8 - Please attach information to meet criterion including supporting information and documentation.
- Copies of documentation to be signed (Must refer to each nominee representative/s where applicable)

C Standards

- Educational / Professional Registration Criterion 1-3
- Please attach information to meet standards including any supporting information and documentation.
- Copies of documentation to be signed (Must refer to each nominee representative/s where applicable)

Qualification	Education / Institution	Date of completion

Professional Registration (Must refer to each nominee representative/s where applicable)

Maintenance of Registration (Must refer to each nominee representative/s where applicable)

Work experience Work Experience Criterion 1-4 - Please attach information to meet criterion including supporting information and documentation. Copies of supporting documentation to be signed - Must refer to each nominee representative/s where applicable

5 Proof of identification / Identity card details

You will need to provide 100 points of identification. Indicate by ticking in the boxes below which documents you have used to prove your identity.

Points	
70	Birth or citizen certificate (only one)
70	Passport
40	Driver's licence
40	ID card issued to a public employee
40	ID card issued by Centrelink

Points	
35	Confirmation from employer
25	Debit/credit card (one per financial institution)
25	Store or Medicare card
25	Club membership card

Declaration:

I am the person authorised to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name _____
(Please print)

Occupation _____

Signature _____

Contact number _____

Photographs

2 x passport sized photographs or equivalent (refer document declaration form) required for individual as applicant or nominee of corporation as applicant.

Specimen signature

Specimen signatures of the individual or the nominee.
Please provide two specimen signatures in the boxes provided for the individual or Corporation's nominee:

(Please ensure signatures are wholly within the boxes provided)

6 Declaration by the applicant – un-witnessed statements will not be accepted by the department

I _____ am satisfied that I meet and will continue to meet the requirements for an Accredited Auditor under the *Electrical Safety Act 2002*, the *Electrical Safety Regulation 2002* and any Conditions of Office that allow me to act in capacity of an Accredited Auditor. I declare that the information contained in this application and all attachments is true and correct to the best of my knowledge.

Signature _____

Date _____

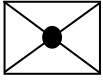
Witness signature _____

Date _____

Witness name _____

Note: The Department of Justice and Attorney-General may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department or providing a document to the department that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action.

7 Lodging this form - You may lodge your application by mail to:



Department of Justice and Attorney-General
Electrical Safety Office, Equipment Safety
LMB 2234
BRISBANE QLD 4001

Note: A completed application form and the full fee must be received for your application to be accepted. If all supporting documentation is not received within 28 days of lodgement of your application you are taken to have withdrawn your application. The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website: www.electricalsafety.qld.gov.au.

For more details phone: 1300 650 662 (Qld only) or visit www.electricalsafety.qld.gov.au

PRIVACY STATEMENT: The Department of Justice and Attorney-General is collecting your information to process your application for appointment as an accredited auditor in accordance with the *Electrical Safety Act 2002*. This information may also be used for statistical research, evaluation and reporting of our services. This information may also be used to provide you with electrical safety updates, for statistical research, evaluation and reporting of our services. This includes publishing your licence details on the Department's online register which is accessible by the public.

8 Fee—not subject to GST. Please refer to the 'Fee' section of the guideline.

Please tick if a receipt is required

I enclose a cheque or money order

Please debit my credit card for the amount of \$ _____

Card type Visa Mastercard

Card number

Expiry date *Code/CVC

Name on card _____

Cardholder's signature

Form 14 (A) Guidelines for application for appointment as an accredited auditor – high voltage installations

This guide is designed to assist you in your application for appointment as an accredited auditor of high voltage installations.

The *Electrical Safety Regulation 2002* requires an inspection of high voltage electrical installations (i.e., a group of items of electrical equipment operating or intended to be operated at more than 1000V AC RMS or 1500V ripple-free DC) prior to connection or reconnection to a source of electricity if:

1. a high voltage electrical installation is to be connected to a source of electricity for the first time;
or
2. electrical installation or electrical line work has been performed on a high voltage electrical installation.

The purpose of the pre-commissioning inspection is to verify the high voltage electrical installation and electrical equipment is electrically safe and complies with the appropriate standards.

A person must not connect or reconnect a high voltage electrical installation to a source of electricity after electrical installation work or electrical line work (the *electrical work*) has been performed on the electrical installation unless the electrical work has been inspected by an accredited auditor.

If you are accredited you must comply with the conditions of office, including, but not limited to:

- maintaining skills, knowledge and abilities for the duration of the appointment;
- testing work for compliance with national standards;
- not auditing your own work; and
- reporting findings of an audit to the installation's owner/occupier and, when requested, to the department.

Note that fees payable for inspection services are a commercial transaction between the parties and not a matter for the Department of Justice and Attorney-General.

THE APPLICATION FORM

The application form must be the current version of the application for appointment as an accredited auditor (form 14). See www.electricalsafety.qld.gov.au.

You must choose the category for high voltage electrical installation and complete Section 1, 2 and 3.

Section 1

A – Applicant details (individual)

Write your personal details in the boxes provided. Date of birth will be used for identification purposes only. Also include your current business street address, postal address and contact details. Note that only individuals can apply – corporations, trusts and other business entities are not eligible for accreditation.

B – Company details

Provide details in the boxes of the Legal name, ACN or ABN, business address, length of employment and postal address.

C – Corporation as applicant

Please complete this section if you represent a prescribed electricity entity accredited auditor applicant.

Section 2 – Background

You must be able to demonstrate that you meet all criteria set out for accredited auditors of high voltage installations. The criteria are set out below in relation to required knowledge, skills and abilities, education and work experience.

Complete each section with the required information and attach certified or verified documents that support your application. Supporting documents must demonstrate how you meet the below criteria and may include, but are not limited to, curriculum vitae, qualifications, written response to the criteria, letters and statements from employers, statutory declarations, etc.

Note that the Electrical Safety Office may request further evidence or information that demonstrates that you meet the criteria, including an interview, a written examination or presentation of an audit model.

A - Knowledge

In this section you must provide information that demonstrates that you have developed the knowledge required to become an accredited auditor. Complete the form and attach a statement including any supporting information that demonstrates that you meet the following criteria:

- understanding and knowledge of high voltage installations;
- an understanding and knowledge of the *Electrical Safety Act 2002*, other relevant codes and Australian Standards;
- knowledge of electrical equipment, construction practices and circuits associated with high voltage installations;
- an ability to assess the suitability of the high voltage electrical equipment;
- an ability to assess the suitability of the protection system associated with high voltage electrical equipment; and
- understanding and experience in carrying out auditing and an understanding of electrical inspection procedures.

B - Skills and abilities

Complete this section with information that demonstrates that you have developed relevant skills and abilities through work experience and meet the following criteria:

- the ability to research, collate information, prepare reports and maintain accurate and correct records;
- demonstration of interpersonal skills for the audit process including written and verbal communication skills;
- the ability to interpret and assess information and standards as applied to the relevant high voltage installation. Standards include AS/NZS 3000 and other standards applicable to high voltage installations and the installation and testing of high voltage electrical equipment;
- the ability to audit an electrical installation for compliance to applicable electrical standards; and
- an appreciation and understanding of high voltage isolation and access principles.

C - Education

Complete the form and attach supporting documentation that demonstrates that you possess electrical qualifications that provide experience in high voltage installations and installation of electrical equipment and wiring systems associated with high voltage installations. Qualifications can be demonstrated with electrical trade or tertiary education qualifications.

D - Work experience

In addition to satisfying the educational criteria, an applicant must meet the requirements for relevant work experience. This experience must include:

- technical and installation experience with aspects of electrical installations including the interpretation of applicable standards;
- experience in installation design, equipment design and/or protection systems associated with high voltage electrical equipment and wiring systems;
- experience in the application of high voltage isolation and access principles;
- demonstrated experience in using and referencing applicable standards associated with high voltage installations and AS/NZS 3000; and
- demonstrated recent experience in conducting an audit based on audit principles gained from an external auditor training course provided by a Supervising Registered Training Organisation.

Section 3 - Insurance Details

Accredited auditors must be covered by appropriate types and levels of both public liability and professional indemnity insurance for the work to be performed. If appointed, the insurance must be maintained for the duration of your appointment and you must only conduct work within the scope and level of the insurance held.

Write the name of the insurer, the insurance limits and the expiry date of the insurance cover in the space provided. You must also attach a copy of the certificate of currency that details the insurance under which you intend to perform the work of an accredited auditor.

Section 4 – Prescribed Entities

As an applicant for high voltage auditor accreditation you do not need to complete this section of the application form.

Section 5 - Proof of identity and document declaration form

To verify your identity and the documents that you provide with your application you will need to have the proof of identity and document declaration form completed by an authorised person (listed in part C of the verification form).

The authorised person will utilise the 100 points identification system to verify your identity. Ensure that the type, number and expiry date of the identification is recorded in the space provided on the form.

When providing documentation, such as qualifications, you must provide copies that have been verified or certified. A copy can be verified by an authorised officer using the proof of identity and document declaration form on page five of the accredited auditor application, or certified by a Justice of the Peace (qualified) or a Commissioner of Declarations.

Photographs

You must provide two passport sized photographs for use on your identity card if appointed. Note that the photographs must also be verified/certified by an authorised person.

Specimen signature

Sign in the boxes to provide a specimen of your signature for use on your identity card if appointed. Please ensure signatures are wholly within the boxes provided.

Section 6 - Declaration by applicant

You must sign the declaration on the form to accept the terms and conditions of the application and any Conditions of Office that allow you to act in capacity of an Accredited Auditor.

The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the accreditation requirements for the duration of the appointment.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

Section 7 - Lodging the form

Send the completed application form and required supporting documentation to the postal address provided on the form.

Section 8 – Payment of fee

No application will be accepted unless full payment is received.

A list of fees can be located at the ESO website www.electricalsafety.qld.gov.au.

The Department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the fee paid is shown in schedule 7 of the *Electrical Safety Regulation 2002* which can be located at the ESO website www.electricalsafety.qld.gov.au.

You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. Credit card or BPay must be used if you are submitting an online application. Please do not post cash in the mail.

The relevant fees are attached as the last page of this PDF.

APPLICATION CHECKLIST

- Category for application selected
- Applicant name and contact details provided
- Knowledge, skills and abilities, education and work experience criteria met and supporting documentation attached
- Insurance details provided and certificate of currency provided
- Applicant's identity verified by an authorised person using the proof of identity and document declaration form
- All supporting documents certified or verified
- Applicant's photograph and specimen signature provided
- Declaration signed
- Fee sent with application

NEED MORE INFORMATION?

Contact the Electrical Safety Office:

Telephone: 1300 650 662 (within Queensland)

Telephone: (07) 3247 4711 (interstate)

Telephone: +61 7 3247 9439 (international)

Facsimile: +61 7 3406 3808

Email: equipmentsafety@justice.qld.gov.au

Website: www.electricalsafety.qld.gov.au

Form 14 (B) Guidelines for application for appointment as an accredited auditor - hazardous area installations

This guide is designed to assist you in your application for appointment as an accredited auditor of hazardous area installations.

The *Electrical Safety Regulation 2002* requires an inspection of electrical installations in 'hazardous areas' (i.e., areas where flammable materials are generated, prepared, processed, handled, stored or otherwise used) prior to connection or reconnection to a source of electricity if:

1. an electrical installation located in a hazardous area is to be connected to a source of electricity for the first time; or
2. electrical installation work has been performed on an electrical installation located in a hazardous area.

The purpose of the pre-commissioning inspection is to verify the hazardous area electrical installation and electrical equipment is electrically safe, and complies with certification documentation and the appropriate standards.

A person must not connect or reconnect an electrical installation located in a hazardous area, to a source of electricity after electrical installation work or electrical line work (the *electrical work*) has been performed on the electrical installation unless the electrical work has been inspected by an accredited auditor.

If you are accredited you must comply with the conditions of office, including, but not limited to:

- maintaining skills, knowledge and abilities for the duration of the appointment;
- testing work for compliance with national standards;
- not auditing your own work; and
- reporting findings of an audit to the installation's owner/occupier and, when requested, to the department.

Note that fees payable for inspection services are a commercial transaction between the parties and not a matter for the Department of Justice and Attorney-General.

THE APPLICATION FORM

The application form must be the current version of the application for appointment as an accredited auditor (form 14). See www.electricalsafety.qld.gov.au.

You must choose one of the three categories for which you meet the criteria in section 2, and under which you wish to be authorised to perform the work of an accredited auditor:

- Category 1 Flammable gases and liquids (Zones 0, 1 and 2)
- Category 2 Combustible dusts (Zones 20, 21 and 22)
- Category 3 Flammable gases, liquids and combustible dusts (Zones 0, 1, 2, 20, 21 and 22)

As an applicant for hazardous area installation auditor accreditation you will now need to complete sections complete Section 1, 2 and 3.

Section 1

A – Applicant details (individual)

Write your personal details in the boxes provided. Date of birth will be used for identification purposes only. Also include your current business street address, postal address and contact details. Note that only individuals can apply – corporations, trusts and other business entities are not eligible for accreditation.

B – Company details

Provide details in the boxes of the Legal name, ACN or ABN, business address, length of employment and postal address.

C – Corporation as applicant

Please complete this section if you represent a prescribed electricity entity accredited auditor applicant.

Section 2

You must be able to demonstrate that you meet all criteria set out for accredited auditors of hazardous area installations. The criteria are set out below in relation to required knowledge, skills and abilities, education and work experience.

Complete each section with the required information and attach certified or verified documents that support your application. Supporting documents must demonstrate how you meet the below criteria and may include, but are not limited to, curriculum vitae, qualifications, written response to the criteria, letters and statements from employers, statutory declarations, etc.

Note that the Electrical Safety Office may request further evidence or information that demonstrates that you meet the criteria, including an interview, a written examination or presentation of an audit model.

A - Knowledge

In this section you must provide information that demonstrates that you have developed the knowledge required to become an accredited auditor. Complete the form and attach a statement including any supporting information that demonstrates that you meet the following criteria:

- Understanding and knowledge of the principles associated with classifying hazardous areas and requirements for electrical safety standards in these areas;
- Knowledge of electrical equipment and wiring installed in hazardous areas;
- Knowledge of specific installation requirements for the various explosion protection techniques;
- Possess knowledge required to assess the suitability of the electrical equipment installed in a hazardous area;
- Possess knowledge required to assess the suitability of the protection equipment associated with hazardous areas;
- Understanding of electrical inspection and auditing procedures; and
- An understanding and knowledge of the legislation and relevant codes.

B - Skills and abilities

Complete this section with information that demonstrates that you have developed relevant skills and abilities through work experience and meet the following criteria:

- The ability to research, collate information, prepare reports and maintain accurate and correct records;
- The demonstration of interpersonal skills for the audit process including written and verbal communication skills;
- The ability to interpret and assess information and standards as applied to the relevant hazardous areas. Standards include AS/NZS 3000 and other standards applicable to hazardous area installations and the installation of equipment in hazardous area installations; and
- The ability to audit an electrical installation for compliance to applicable electrical standards.

C - Education

Complete the form and attach supporting documentation that demonstrates that you meet the following criteria:

- Successful completion within the previous two years of relevant competencies contained in the AS/NZS 4761 - *Competencies for Working with Electrical Equipment for Hazardous Areas (EEHA)*, or the equivalent training and assessment framework.
- Electrical qualifications that provide a theoretical basis for experience in hazardous areas and installation of electrical equipment and wiring systems. Electrical qualifications can be demonstrated with electrical trade or tertiary electrical qualifications.

D - Work experience

In addition to satisfying the educational criteria, an applicant must meet the requirements for relevant work experience. This experience must include:

- Technical and installation experience with aspects of electrical installations including the interpretation of applicable standards.
- Experience in installation and equipment design associated with hazardous area electrical equipment and wiring systems.
- Demonstrated experience in using and referencing applicable standards associated with hazardous areas and AS/NZS 3000.
- Demonstrated recent experience in conducting an audit based on audit principles gained from an external auditor training course provided by a Supervising Registered Training Organisation.

Section 3 - Insurance Details

Accredited auditors must be covered by appropriate types and levels of both public liability and professional indemnity insurance for the work to be performed. If appointed, the insurance must be maintained for the duration of your appointment and you must only conduct work within the scope and level of the insurance held.

Write the name of the insurer, the insurance limits and the expiry date of the insurance cover in the space provided. You must also attach a copy of the certificate of currency that details the insurance under which you intend to perform the work of an accredited auditor.

Section 4 – Prescribed Entities

As an applicant for hazardous area auditor accreditation you do not need to complete this section of the application form.

Section 5 – Proof of identity and document declaration form

To verify your identity and the documents that you provide with your application you will need to have the proof of identity and document declaration form completed by an authorised person (listed in part C of the verification form).

The authorised person will utilise the 100 points identification system to verify your identity. Ensure that the type, number and expiry date of the identification is recorded in the space provided on the form.

When providing documentation, such as qualifications, you must provide copies that have been verified or certified. A copy can be verified by an authorised officer using the proof of identity and document declaration form on page five of the accredited auditor application, or certified by a Justice of the Peace (qualified) or a Commissioner of Declarations.

Photographs

You must provide two passport sized photographs for use on your identity card if appointed. Note that the photographs must also be verified/certified by an authorised person.

Specimen signature

Sign in the boxes to provide a specimen of your signature for use on your identity card if appointed. Please ensure signatures are wholly within the boxes provided.

Section 6 – Declaration by applicant

You must sign the declaration on the form to accept the terms and conditions of the application and any Conditions of Office that allow you to act in capacity of an Accredited Auditor.

The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the accreditation requirements for the duration of the appointment.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

Section 7 – Lodging the form

Send the completed application form and required supporting documentation to the postal address provided on the form.

Section 8 – Payment of fee

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You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. Credit card or BPay must be used if you are submitting an online application. Please do not post cash in the mail.

The relevant fees are attached as the last page of this PDF.

APPLICATION CHECKLIST

- Category for application selected
- Applicant name and contact details provided
- Knowledge, skills and abilities, education and work experience criteria met and supporting documentation attached
- Insurance details provided and certificate of currency provided
- Applicant's identity verified by an authorised person using the proof of identity and document declaration form
- All supporting documents certified or verified
- Applicant's photograph and specimen signature provided
- Declaration signed
- Fee sent with application

NEED MORE INFORMATION?

Contact the Electrical Safety Office:

Telephone: 1300 650 662 (within Queensland)
Telephone: (07) 3247 4711 (interstate)
Telephone: +61 7 3247 9439 (international)
Facsimile: +61 7 3406 3808
Email: equipmentsafety@justice.qld.gov.au
Website: www.electricalsafety.qld.gov.au

Accredited Auditor Licensing Fee Guide

The below amounts are correct as of 1 July 2011 and are available online at www.electricalsafety.qld.gov.au

Title of form	Fee
Form 14 - Application for appointment as an accredited auditor	\$ 320.00
Form 37 - Application for renewal of appointment as an accredited auditor	\$ 190.00